

CITY OF CHULA VISTA

PUBLIC WORK INSPECTOR I

DEFINITION

To perform routine inspections of public works and civil engineering construction maintenance and repair of public works projects and related facilities and structures for compliance with plans specifications and department's regulations; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Public Works Inspector series and it is distinguished from the level II by the performance of less than the full range of duties assigned to the level II. Incumbent works under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from assigned supervisor; may receive technical and functional guidance from Public Works Inspector II.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Perform routine inspections of public works and civil engineering construction projects by inspecting conditions prior to, during, and upon completion of construction of streets, curbs, gutters, sidewalks, storm drains, sewers, water lines, alleys and related structures.

Assist in inspections of street paving for compliance with plans, specifications, and regulations.

Participate in or perform routine construction inspections of traffic signal equipment, sewers and sewer laterals, street light poles, block walls, fencing, irrigation systems, concrete guard rails, street striping and other projects constructed by contractors or City personnel.

Assist in identifying and reporting work not in accordance with specifications and participate in recommendations for work stoppage for non-compliance.

Perform routine office engineering work involving drafting and computations.

Prepare and maintain records of site visits, and chronologies using a computer.

Assist in responding and resolving customer complaints.

Operate City vehicles skillfully and safely.

Observe safe work methods and use safety equipment.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform other related duties as assigned.

Knowledge of:

Methods and techniques of public works and civil engineering construction inspection.

Basic methods, materials, equipment, procedures and practices of public works construction and maintenance inspection.

Pertinent Federal, State, and local laws, codes, regulations and departmental policies governing public works construction, maintenance and facilities.

Basic mathematics including Algebra, Geometry, and Trigonometry.

Safe work methods and safety regulations pertaining to the work, including the use of personal protective equipment.

Computer equipment and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Learn and effectively perform routine construction inspection of workmanship and materials in accordance to City's policies and procedures.

Read and understand engineering plans and specifications.

Enforce compliance with plans specifications, ordinances, and codes.

Assist in the preparation of cost estimates; assist in making recommendations for change orders.

Deal firmly and tactfully with contractors, engineers and property owners.

Make routine arithmetic, algebraic, and geometric computations.

Perform work in accordance with safety regulations, guidelines, and practices.

Assist in the investigation of complaints; assure conformity of construction projects with regulations.

Learn and follow pertinent rules, laws, and policies relative to area of assignment.

Follow planned and/or scheduled inspection assignments; work effectively under deadlines.

Understand and carry out oral and written instructions.

Drive City vehicles observing legal and defensive driving practices.

Keep work related records using a computer.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of public works construction experience in a municipality or sub-professional engineering experience.

Training:

Equivalent to completion of the twelfth grade, supplemented by college courses in math, science, engineering, or construction technology.

License or Certificate

Possession of a valid California driver's license

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk, or stand up for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; may lift up to 50 pounds. Drive a motorized vehicle, walk on uneven surfaces, kneel, stoop, bend, and climb up or down slopes while conducting field inspections; climb ladders, work underground in confined spaces or trenches. See in the normal vision range with or without correction to read typical business documents, computer screens, blueprints, and drafting plans, hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed both outdoors and indoors; the performance of fieldwork tasks requires exposure to a variety of weather conditions; work with exposure to traffic, loud noise, physical barriers, and around heavy equipment or around potentially hazardous substances, and work underground, in confined spaces or trenches on slippery or uneven surfaces. Indoors work is performed in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

7/04